

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Registry of Educational Personnel (REP)

September 2003 Addendum to REP Data Manual (Field Descriptions)

Fall 2003 Submission

Questions?
Contact: 517.335.0505
e-mail: Help-Desk@michigan.gov



Please use the following pages to replace the current pages of the *Fall 2003 REP Data Manual*. (Fields 12, 24, 25, 26, 29, and 30) All changes to text are highlighted. If you have questions about any of the changes, please contact Help-Desk@michigan.gov.

List of Revisions to Meta Data and Additional Information:

Field 24: Professional Development

Clarification concerning reporting of professional development.

- a. "If a professional learning opportunity falls into two categories, choose the primary one."
- b. "If the number of professional development hours is .4 or below, round down to the nearest whole number of hours. If the number of hours is .5 or above, round up to the nearest whole number of hours."

Field 29: Michigan Sponsoring Institution & Field 30: Non-Michigan Sponsoring Institution

- a. Report the approved teacher preparation institution that recommended the teacher for the initial certification (provisional certificate or temporary vocational authorization).
- b. **Field 29 or 30 is reported for assignment codes 00000 through 00599 only.** The fields may be reported with spaces for assignment codes 70000 through 99900.

Vacant Funded Positions – Programming Edits

The following program edit changes are now in effect for the fall 2003 submission. All changes relate to the reporting of vacant funded positions.

Field 12: Funded Position Status

Programming edits: This field must have a value for assignment codes 00000-79999 or a fatal error will be reported. If 1 is reported in this field, Field 25 must use 00. If 2, 3, 4, 5 or 6 are reported in this field, Field 25 must use 99. For assignment codes 80000-99999, this field must be left blank or a fatal error will be reported, unless the position is reported as a vacant position, then report a value of 1 in this field.

Field 25: Employment Status

Programming edits: This field must have a value. If an invalid code is reported or this field is left blank, a fatal error will be reported. If codes 1-19 are used, Field 26 must have a date. If the value 00 is reported in this field, Field 12 must have a value of 1 or a fatal error will be reported for assignment codes 00000 through 99900. When terminating a vacant funded position, report a value of 00 in this field and a value of 1 in Field 12 or a fatal error will be reported.

Field 26: Date of Termination/Separation of Employment

Programming edits: If date reported is not a valid date, a fatal error will be reported. If a date is reported, then a code in the "Employment Status" (Field 25) must be between codes 00-19. Field 10 must be reported when a date is reported in this field or a fatal error will be reported. The termination date must be on or prior to the submission date of December 12, 2003. The termination date cannot be prior to the hire date.

Note: All records submitted with a termination date during the current submission cycle will be expired in the REP database prior to the next submission cycle.

Reporting of Non-Instructional Staff (assignment codes 81500 through 99900)

For position assignment codes of 81500 through 99900 (non-instructional staff), you have the option of submitting the appropriate valid value of "00" for Field 16 (Highest Educational Level) and Field 17 (Type of Credential). If you submit a record with blanks or spaces instead of a valid value, a fatal error will be reported.

Field 12: Vacant Funded Status

This field is required for assignment codes 00000 through 79999. This field must be left blank for assignment codes 80000 through 99900.

Field 16 & Highest Educational Level & Field 17: Type of Credential

Field 17: Fields 16 and 17 are required to have a value; the value may be "00" for assignment codes 81500 through 99900.

Reporting of Terminated/Retired Employees

Any employee that terminates or retires from a district must be reported in the REP by submitting the Reason for Termination in Field 25, codes 00 through 19, (Code 00 may only be used for vacant funded positions) and the Date of Termination in Field 26. In addition to these two fields, all other fields appropriate for the assignment code submitted in Field 10 must be submitted accurately. (Refer to the chart on Page 18 of the Fall 2003 REP Manual for field submission requirements. Also, each individual field identifies which assignment codes are applicable.)

Employees that retired in the 2001-2002 or 2002-2003 school year and still appear on the REP Personnel Submitted Report must be terminated. These terminations can be submitted through the online Single Submission Application.

All personnel submitted with a termination date will be removed from your Personnel Submitted Report when the submission closes in December.

Personnel Submitted Report

The Personnel Submitted Report lists all employees reported successfully for your district from the previous submission as well as those employees who were reported in previous submission and were not updated/verified. This report can be found on the Main Menu of the REP online application. It is important that you verify/update all of your employees during each submission cycle. When the submission begins, all employees previously submitted will have a red "X" next to their names. After a record has been updated/verified, the red "X" will change to a green check mark. When all employees

have a green check mark in the Personnel Submitted Report, your submission is complete. This is assuming, of course, that all new personnel have also been submitted.

Corrections to Previously Submitted Data

All corrections that need to be made to an employee's record must be completed through the REP Online Single Submission Application. This would include corrections to birthdates, Social Security numbers, credential numbers, or names previously submitted to the REP. If you use the bulk submission option, correct the employee's record in the REP Online Single Submission Application. After the correction is made, make sure your source files are correct. You may then export your REP data and submit via the bulk submission option.

Field 12: Funded Position Status

Submission date:	Second Friday in December and June 30
Field specifications:	One-character, default code
Record position/type:	625, integer
Warehouse name:	FundedPositionStatusCode
SIF Tag:	<>
Code/format:	This is a one-position field (N). with a default code. 1 Vacant, funded, open position, no one assigned 2 Vacant, funded, open position, outside contractor assigned 3 Funded, employee on loan or leave, no one assigned 4 Funded, employee on loan or leave, filled by temporary employee 5 Vacant, funded, open position, filled by temporary employee 6 Funded, employee on loan or leave, outside contractor assigned 9 Filled position, regular

Default Code: _____9

Definition: This field identifies the status of positions that are either filled by a permanent employee, approved substitutes, outside contractors, or that remain unfilled. This field applies to assignment codes with numbers between 00000 and 79999.

- 1 *Vacant, funded, open position, no one assigned:* Position unfilled by a permanent employee at the time of report, and position is posted. No one is permanently assigned in this position. Position is filled by a day-to-day substitute.
- 2 *Vacant, funded, open position, outside contractor assigned:* Position is temporarily filled by an individual under contract.
- 3 *Funded, employee on loan or leave, no one assigned:* Permanent employee not currently performing position duties and no one is assigned to fill the position.
- 4 *Funded, employee on loan or leave, filled by temporary employee:* Permanent employee not currently performing position duties and position is filled by either a temporary employee for assignment codes with numbers between 70000 to 79999 or a full-year, emergency, 1233b, annual authorization substitute (Field #17 code 11, 12, 13, or 53), or a certified teacher for assignment codes with numbers between 00000 to 00599.
- 5 *Vacant, funded, open position, filled by temporary employee:* Position unfilled by a permanent employee at the time of the report, and position is posted. The position is filled by either a temporary employee for assignment codes with numbers between 70000 to 79999 or a full-year, emergency, 1233b, annual authorization substitute (Field #17 code 11, 12, 13, or 53), or a certified teacher for assignment codes with numbers between 00000 to 00599.
- 6 *Funded, employee on loan or leave, outside contractor assigned:* Position is temporarily filled by an individual under contract.
- 9 *Filled position, regular:* Position is filled by permanently assigned employee.

For example:

- 1 Use "1" when a funded position has been posted, but no one has been employed to perform the job duties. Use VACANT in the "Last Name" field.

- 2 Use “2” when a funded position has not been filled, and an individual has been contracted to fill the position and provide a specific service. For example, a district might contract a school psychologist to provide evaluation services. Enter the name of the contracted employee in the Fields 4 and 5 and all other pertinent fields of data for the employee.
- 3 Use “3” when a permanent employee is not currently reporting to work because of loan, leave, sabbatical, FMLA leave, educational leave, medical leave or other type of leave, and no one is assigned to the position. Enter the information for the permanent employee in the Fields 4 and 5 as well as all other pertinent fields. Use zeros in the wage field if the employee is not being paid while on leave and 0.0 FTE.
- 4 Use “4” when a substitute or temporary employee is assigned to fill the position of a permanent employee on loan, leave sabbatical, FMLA leave, educational leave, medical leave or other type of leave.
Enter both staff: Update the information for the permanent employee and use zeros in the wage field if the employee is not being paid while on leave and 0.0 FTE. Enter the information for the temporary employee or substitute in the Fields 4 and 5 as well as all other pertinent fields, including wage and FTE.
- 5 Use “5” when a funded position has been posted and a substitute has been employed to fill the vacant position. Enter the name of the temporary employee or substitute in the Fields 4 and 5, and all other pertinent fields of data for the individual.
- 6 Use “6” when an individual has been contracted to fill the position of a permanent employee on loan or leave. Enter the name of the contracted employee in Fields 4 and 5 and all other pertinent fields of data for the employee.

Programming edits: This field must have a value for assignment codes 00000-79999 or a fatal error will be reported. If “1” is reported in this field, Field 25 must use “00”. If 2, 3, 4, 5 or 6 are reported in this field, Field 25 must use “99”. For assignment codes 80000-99900, this field must be left blank or a fatal error will be reported, unless the position is reported as a vacant position, then report a value of “1” in this field.

Note: Vacant positions

After each end-of-year submission (June 30), vacant funded positions will be expired in the REP database and will not be repopulated for the fall submission.

Field 24: Hours of Professional Development

Submission date:	June 30
Field specifications:	Three-character, repeated nine times
Record position/type:	689-715, character
Warehouse name:	HoursofProfessionalDevelopment
SIF Tag:	◇
Code/format:	This is a 27-position field. (NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN)

Definition: Indicate the number of hours by type(s) of the professional development in which this employee participated over the school year (July 1 to June 30). For vacant positions created since the previous school year and not yet filled, leave this field blank. For teachers, this field is used to determine to what extent the employee has engaged in district-supported professional development, including that specified within Section 380.1526 and/or 380.1527 of the Michigan Compiled Laws (MCL.) For administrators, this field is used to determine to what extent the administrator has engaged in professional development as required by Section 380.1246 of the Michigan Compiled Laws (MCL.) Professional development information as it relates to high quality teachers and principals is needed in part to document Michigan's progress toward high standards as defined by *No Child Left Behind*. This field applies to assignment codes with numbers between 00000 and 79999. Use the chart on the following page for the activity codes below.

Consider professional learning opportunities such as curriculum development, peer coaching, technology training, analyzing student work, online learning, learning to work with parents and small collegial study groups. Include in these hours time devoted to follow-up of previous professional development. If a professional learning opportunity falls into two categories, choose the primary one.

For information on:

Section 1526, contact Bonnie Rockafellow at 517-373-7861 (RockafellowB@michigan.gov)

Section 1527, contact Cheryl L. Poole at 517-241-4546 (PooleCL@michigan.gov)

Further professional development information can be found at www.michigan.gov/mde under the Office of Professional Preparation Services.

1. The number of hours of sustained professional development that directly links the professional's learning needs to the needs of the students he/she teaches and the *School Improvement Plan*. (NNN)
2. *Mentoring*. The number of hours of professional development supporting the induction and mentoring of the novice teacher. (NNN)
3. *Workshops or conferences*. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc. (NNN)

4. *Coursework*. The number of hours of professional development acquired through continuing education courses taken for credit at an institution of higher education. (NNN)
5. Professional development specifically for the purpose of attaining *Highly Qualified status*. (NNN)
6. Reserved for future use (NNN). Sixth Repetition. Pad with zeros.
7. Reserved for future use (NNN). Seventh Repetition. Pad with zeros.
8. Reserved for future use (NNN). Eighth Repetition. Pad with zeros.
9. Reserved for future use (NNN). Ninth Repetition. Pad with zeros.

Example: If a staff member spent 10 hours on the School Improvement Team, 15 hours as a Mentor Teacher, and 6 hours at an LEA workshop, you would report 0100150060000000000000000000.

If the number of professional development hours is .49 or below, round down to the nearest whole number of hours. If the number of hours is .5 or above, round up to the nearest whole number of hours. To use the example above, if a staff member spent 10.5 hours on the School Improvement Team, 15.55 hours as a Mentor Teacher, and 6.6 hours at an LEA workshop, you would report 0110160070000000000000000000.

Programming Edits: This field must have a value. If no professional development was completed or required, enter zeros. For any professional development category (5 categories) that is not reported with specific hours, report zeros or a fatal error will be reported. Reserved categories 6, 7, 8, and 9 must be reported with zeros or a fatal error will be reported.

Field 25: Employment Status

Submission date:	Second Friday in December and June 30
Field specifications:	Two-character, leading zero
Record position/type:	716-717, character
Warehouse name:	TerminationStatusCode
SIF Tag:	<>
Code/format:	This is a two-position field (NN) with default code 99.

Definition: Use the correct code to identify the status of this employee. Any employee that terminates employment with your district must be reported with the appropriate separation code in Field 25 and the date of termination in Field 26. Report 00 when terminating a vacant funded position.

00 Vacant position

Separation

01 Left education and not pursuing further employment

02 Left education for other career in different field

03 Left district and moved out of state

04 Left education because of transfer of spouse

05 Left for other employment in field

06 Left for family medical leave

08 Left to further education at college or university

09 Left for disability leave, but is expected to return

10 Left special education and went to general education in different district

11 Left district and went to special education in another district

12 Laid off by district

13 Discharged

14 Deceased

15 Illness/disability and not expected to return

16 Retired (position will **not** be filled)

17 Contract expired

18 Other

19 Retired (position will be filled)

New or continuing

98 New Teacher

99 Returning employee, new (non-instructional) employee, substitute or contractor

Default code: 99

00 The position is vacant as reported in field 12.

01 The employee left education and to your knowledge is not seeking further employment at this time. For example, the individual is staying at home to assist in the care of his/her family.

02 The employee has left his/her education position to secure a position in a field other than education. For example, a school psychologist leaves employment to take a job as a clinical psychologist with community mental health.

03 The individual moved out of state for employment.

- 04 The spouse of the employee is moving. The employee terminated employment to relocate with his/her spouse.
- 05 The employee left to pursue or begin another occupation (e.g., military leave). (Code 05 in the Michigan Public School Employees Retirement System Reporting Instructions Manual).
- 06 The employee has left on family medical leave. (Code 06 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 08 The employee terminated employment in order to return to (graduate) school to complete additional course work or to earn another degree. (Code 08 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 09 The employee has left on disability leave but is expected to return to work sometime in the future. (Code 07 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 10 The employee moved from a special education position within the district and took a general education position outside of the school district. For example, a special education supervisor moves to another district to become the director of curriculum development.
- 11 The employee moved from a special education position within the district and took a special education position outside the district. For example, a special education teacher consultant moves to another district to become the supervisor of a TMI center program.
- 12 The district laid off the employee. (Code 04 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 13 The employee was discharged because of unsatisfactory work performance or unprofessional conduct. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 14 The employee is deceased. (Code 02 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 15 The employee left because of sickness or an incapacitating condition and is not expected to return.
- 16 The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual) The district does **not** plan to fill the position.
- 17 The employee's contract expired and was not renewed. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 18 The employee does not match any of the above explanations or has left the district giving no reason.
- 19 The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. The district plans to fill the position. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 98 The employee is a new teacher (very first three years of classroom experience in the profession) and is required to complete profession development requirements under Section 1526.
- 99 The employee is in the same program or grade this school year that s/he was in last school year, even if his/her location changed. Use this code for all returning, new (non-instructional) employee, substitute or contractor. (Code 00 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

This field applies to assignment codes with numbers between 00000 and 99900.

Programming edits: This field must have a value. If an invalid code is reported or this field is left blank, a fatal error will be reported. If codes 1-19 are used, Field 26 must have a date. If "00" is reported in this field, Field 12 must have a value of "1" or a fatal error will be reported for assignment codes 00000 through 99900. When terminating a vacant funded position, report a value of "00" in this field and a value of "1" in Field 12 or a fatal error will be reported.

Field 26: Date of Termination/Separation of Employment

Submission date: Second Friday in December and June 30

Field specifications: 10-character, date with slashes

Record position/type: 718-727, date

Warehouse name: DateOfEmploymentTermination

SIF Tag: <ExitDate>

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

Definition: This is the date of termination of the staff person. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to assignment codes with numbers between 00000 and 99900.

Terminations should be reported during the cycle that the termination occurs. For example, if an employee terminates on November 1, report the termination in the December submission. If an employee terminates on February 1, report the termination in the June submission.

Programming edits: If date reported is not a valid date, a fatal error will be reported. If a date is reported, then a code in the "Employment Status" (Field 25) must be between codes 00-19. Field 10 must be reported when a date is reported in this field or a fatal error will be reported. The termination date must be on or prior to the submission date of December 12, 2003. The termination date cannot be prior to the hire date.

Note: All records submitted with a termination date during the current submission cycle will be expired prior to the next submission cycle.

NEW FIELD FOR SUBMISSION

Field 29: Michigan Sponsoring Institution

Submission date: Second Friday in December and June 30

Field specifications: Six-character

Record position/type: 744-749

Warehouse name: MichiganInstitutionCode

Code/format: This is a six-position field (NNNNNN).

Definition: This field or Field #29 must be submitted for assignment codes between 00000 and 79999. This is the name of the approved teacher preparation institution. This field or Field 30 must be submitted for assignment codes between 00000 and 00599. Indicate the name of the approved teacher preparation institution that recommended the teacher for **initial certification** (the provisional certificate or temporary vocational authorization). For assignment codes 70000 through 99900 this field should be left blank in both the Online Single Submission Application and in a bulk upload file.

002234	Adrian College	002290	Michigan State University
002235	Albion College	002293	Lake Superior State University
002236	Alma College	002292	Michigan Technological University
002238	Andrews University	002298	Nazareth College
002239	Aquinas College	002301	Northern Michigan University
002241	Calvin College	002307	Oakland University
002243	Central Michigan University	002308	Olivet College
002247	Concordia College	002314	Saginaw Valley State University
002264	Cornerstone College	002316	Siena Heights University
002259	Eastern Michigan University	002318	Spring Arbor College
002260	Ferris State University	002323	University of Detroit Mercy
002268	Grand Valley State University	002325	University of Michigan Ann Arbor
002272	Hillsdale College	002326	University of Michigan – Dearborn
002273	Hope College	002327	University of Michigan – Flint
002275	Kalamazoo College	002329	Wayne State University
002282	Madonna University	002330	Western Michigan University
002284	Marygrove College	771000	Foreign Institute

Programming Edit: This field or Field 30 must be reported for assignment codes between 00000 and 00599. If this field and Field 30 are left blank, a fatal error will be reported unless the “Funded Position Status” (Field 12) uses code “1” (i.e., vacant position) or unless the vacant position is reported through the Online Single Submission Application. If the institution code reported is invalid, a fatal error will be reported.

Bulk Upload File: If a value is submitted for Field 29 in a bulk upload file, Field 30 must contain spaces or a fatal error will be reported.

Online Single Submission Application: If a value is submitted for Field 29 in the Online Single Submission Application, Field 30 must be left blank or a fatal error will be reported.

Field 30: Non-Michigan Sponsoring Institution

Submission date: Second Friday in December and June 30

Field specifications: Two-character

Record position/type: 750-751

Warehouse name: NonMichiganInstitutionCode

Code/format: This is a two-position field (NN).

Definition: This field or Field #29 must be submitted for assignment codes between 00000 and 00599. Indicate the name of the state/territory where the teacher was recommended for initial certification (the provisional certificate or temporary vocational authorization). This is the code number for the state in which the approved teacher preparation institution is located. For assignment codes 70000 through 99900 this field should be left blank in both the Online Single Submission Application and in a bulk upload file.

01	Alabama	33	New York
02	Alaska	34	North Carolina
03	Arizona	35	North Dakota
04	Arkansas	36	Ohio
05	California	37	Oklahoma
06	Colorado	38	Oregon
07	Connecticut	39	Pennsylvania
08	Delaware	40	Rhode Island
09	District of Columbia	41	South Carolina
10	Florida	42	South Dakota
11	Georgia	43	Tennessee
12	Hawaii	44	Texas
13	Idaho	45	Utah
14	Illinois	46	Vermont
15	Indiana	47	Virginia
16	Iowa	48	Washington
17	Kansas	49	West Virginia
18	Kentucky	50	Wisconsin
19	Louisiana	51	Wyoming
20	Maine		
21	Maryland	<i>United States</i>	<i>Territories</i>
22	Massachusetts	60	American Samoa
24	Minnesota	61	Federated States of Micronesia
25	Mississippi	62	Guam
26	Missouri	63	Marshall Islands
27	Montana	64	Northern Mariana Islands
28	Nebraska	65	Palau
29	Nevada	66	Puerto Rico
30	New Hampshire	67	Virgin Islands
31	New Jersey	99	Foreign Institutions
32	New Mexico		

Programming Edit: This field or Field 29 must be reported for assignment codes between 00000 and 00599. If this field and Field 29 are left blank, a fatal error will be reported unless the "Funded Position Status" (Field 12) uses code "1" (i.e., vacant position) or unless the vacant position is reported through the Online Single Submission Application. If the institution code reported is invalid, a fatal error will be reported.

Bulk Upload File: If a value is submitted for Field 30 in a bulk upload file, Field 29 must contain spaces or a fatal error will be reported.

Online Single Submission Application: If a value is submitted for Field 30 in the Online Single Submission Application, Field 29 must be left blank or a fatal error will be reported.